

AD-A085 913

TECHNOMICS INC OAKTON VA

A SYSTEM APPROACH TO NAVY MEDICAL EDUCATION AND TRAINING. APPEN--ETC(11)

F/G 5/9

AUG 74

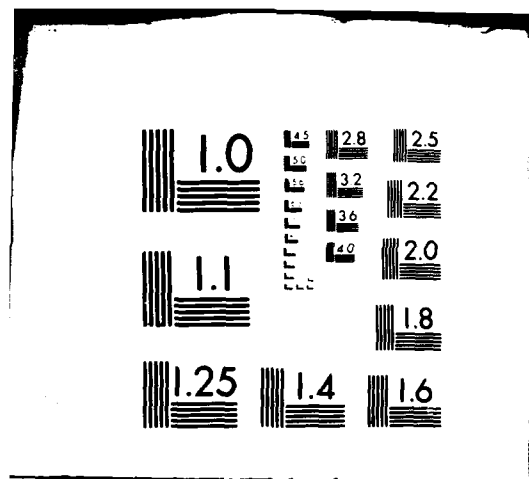
N00014-69-C-0246

NL

UNCLASSIFIED



END
DATE
FILMED
8-80
DTIC



ADA085913

LEVEL III

(P)



DTIC
SELECTED
JUN 24 1980
S D C

This document has been approved
for public release and sale its
distribution is unlimited

DTIC FILE 300

(1)

APPENDIX 44.

COMPETENCY CURRICULUM FOR
DENTAL ASSISTANT

APPLICATION OF A SYSTEM APPROACH
U.S. NAVY MEDICAL DEPARTMENT
EDUCATION AND TRAINING PROGRAMS
FINAL REPORT

AUGUST 31, 1974

RECEIVED
JUN 14 1980

Prepared under Contract to
OFFICE OF NAVAL RESEARCH
U.S. DEPARTMENT OF THE NAVY

Quida C. Upchurch, Capt., NC, USN
Program Manager
Education and Training R&D
Bureau of Medicine and Surgery (Code 71G)

This document has been approved
for public release and sale; its
distribution is unlimited.

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

REPORT DOCUMENTATION PAGE		READ INSTRUCTIONS BEFORE COMPLETING FORM
1. REPORT NUMBER Final Report (Vols. I & II) Appendices: 1-45	2. GOVT ACCESSION NO. AD-A085943	3. RECIPIENT'S CATALOG NUMBER
4. TITLE (and Subtitle) A System Approach to Navy Medical Education and Training. Appendix 44. Competition Curriculum / um. 100	5. TYPE OF REPORT & PERIOD COVERED FINAL REPORT.	
7. AUTHOR(s) Dental Assistant.	6. PERFORMING ORG. REPORT NUMBER	
9. PERFORMING ORGANIZATION NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217	8. CONTRACT OR GRANT NUMBER(s) N00014-69-C-0246	
11. CONTROLLING OFFICE NAME AND ADDRESS Office of Naval Research Department of the Navy Arlington, Virginia 22217	10. PROGRAM ELEMENT, PROJECT, TASK AREA & WORK UNIT NUMBERS 43-03X.02	
14. MONITORING AGENCY NAME & ADDRESS (if different from Controlling Office) Office of Naval Research Department of the Navy Arlington, Virginia 22217	12. REPORT DATE AUG. 31, 1974	
	13. NUMBER OF PAGES	
	15. SECURITY CLASS. (of this report) UNCLASSIFIED	
	15a. DECLASSIFICATION/DOWNGRADING SCHEDULE	
16. DISTRIBUTION STATEMENT (of this Report) Approved for public release; distribution unlimited.		
17. DISTRIBUTION STATEMENT (of the abstract entered in Block 20, if different from Report) Approved for public release; distribution unlimited.		
18. SUPPLEMENTARY NOTES None		
19. KEY WORDS (Continue on reverse side if necessary and identify by block number) Education and Training Medical Technician Medical Training Job Analysis Nurse Training Task Analysis Dentist Training Curriculum Development		
20. ABSTRACT (Continue on reverse side if necessary and identify by block number) The study objective consisted of a determination of what the health care personnel in the Navy's Medical Department, Bureau of Medicine and Surgery actually do in their occupations; improving the personnel process (education and training); and building a viable career pathway for all health care personnel. Clearly the first task was to develop a system of job analyses applicable to all system wide health care manpower tasks. A means of postulating simplified occupational clusters covering some 50 - 100		

DD FORM 1473 1 JAN 73 EDITION OF 1 NOV 65 IS OBSOLETE
S/N 0102-014-6601UNCLASSIFIED 388930
SECURITY CLASSIFICATION OF THIS PAGE (When Data Entered)

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE(When Data Entered)

currently designated Navy enlisted occupations, 20 Naval Enlisted Classification Codes (NEC's) were computerized. A set of 16 groupings that cover all designated occupations was developed so as to enhance the effectiveness of professionals and sub-professionals alike.

Accession For	
DTIS	ORAI
DDC TAB	
Unannounced	
Justification	
By	
Distribution/	
Availability Codes	
Dist	Avail and/or special
A	

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE(When Data Entered)

FOREWORD

The project, "Application of a System Approach to the Navy Medical Department Education and Training Programs," was initiated in May of 1969 as a realistic, comprehensive response to certain objectives set forth in ADO 43-03X, and to memoranda from both the Secretary of Defense and the Assistant Secretary of Defense, Manpower and Reserve Affairs. The Secretary's concern was stated in his memorandum of 29 June 1965, "Innovation in Defense Training and Education." More specific concerns were stated in the Assistant Secretary's memorandum of 14 June 1968, "Application of a System Approach in the Development and Management of Training Courses." In this he called for "vigorous and imaginative effort," and an approach "characterized by an organized training program with precise goals and defined operational interrelation among instructional system components." He also noted, "Job analyses with task descriptions expressed in behavioristic terms are basic and essential to the development of precise training goals and learning objectives."

The Project

System survey and analysis was conducted relative to all factors affecting education and training programs. Subsequently, a job-analysis sub-system was defined and developed incorporating a series of task inventories "...expressed in behavioristic terms..." These inventories enabled the gathering of job activity data from enlisted job incumbents, and data relating to task sharing and delegation from officers of the Medical, Nurse and Dental Corps. A data management sub-system was devised to process incumbent data, then carry out needed analyses. The development of initial competency curricula based upon job analysis was implemented to a level of methodology determination. These methods and curriculum materials constituted a third (instructional) sub-system.

Thus, as originally proposed, a system capability has been developed in fulfillment of expressed need. The system, however, remains untested and unevaluated. ADO 43-03X called for feasibility tests and cost-effectiveness determination. The project was designed to so comply. Test and evaluation through the process of implementation has not proved feasible in the Navy Medical Department within the duration of the project. As designed and developed the system does have "...precise goals and defined operational interrelation among instructional system components." The latter has been achieved in terms of a recommended career structure affording productive, rewarding manpower utilization which bridges manpower training and health care delivery functions.

Data Management Sub-System

Job analysis, involving the application of comprehensive task inventories to thousands of job incumbents, generates many millions of discrete bits of response data. They can be processed and manipulated only by high speed computer capability using rigorously designed specialty programs. In addition to numerical data base handling, there is the problem of rapidly and accurately manipulating a task statement data base exceeding ten thousand carefully phrased behavioral statements. Through the use of special programs, task inventories are prepared, printouts for special purposes are created following a job analysis application, access and retrieval of both data and tasks are efficiently and accurately carried out, and special data analyses conducted. The collective programs, techniques and procedures comprising this sub-system are referred to as the Navy Occupational Data Analysis Language (NODAL).

Job Analysis Sub-System

Some twenty task inventory booklets (and associated response booklets) were the instruments used to obtain job incumbent response data for more than fifty occupations. An inventory booklet contains instructions, formatted questions concerning respondent information ("bio-data"), response dimension definitions, and a list of tasks which may vary in number from a few hundred to more than a thousand per occupational field.

By applying NODAL and its associated indexing techniques, it is possible to assemble modified or completely different inventories than those used in this research. Present inventories were applied about three years ago. While they have been rendered in operational format, they should not be re-applied until their task content is updated.

Response booklets were designed in OPSCAN mode for ease of recording and processing responses.

Overall job analysis objectives and a plan of administration were established prior to inventory preparation, including the setting of provisional sample target sizes. Since overall data attrition was forecast to approximate twenty percent, final sample and sub-sample sizes were adjusted accordingly. Stratified random sampling techniques were used. Variables selected (such as rating, NEC, environment) determined stratifications, together with sub-population sizes. About fifteen percent of large sub-populations were sought while a majority or all members of small sub-populations were sought.

Administration procedures were established with great care for every step of the data collecting process, and were coordinated with sampling and data analysis plans. Once set, the procedures were formalized as a protocol and followed rigorously.

Instructional Sub-System

Partial "competency curricula" have been composed as an integral sub-system bridging what is required as performance on the job with what is, accordingly, necessary instruction in the training process. Further, curriculum materials were developed to meet essential requirements for implementing the system so that the system could be tested and evaluated for cost effectiveness. However, due to the fact that test and evaluation was not feasible in the Navy Medical Department within the duration of the project, it was not possible to complete the development of the system through the test and evaluation phase. The inability to complete this phase also interrupted the planned process for fully developing the curricula; therefore, instead of completed curricula ready for use in the system, the curricula were partially developed to establish the necessary sub-system methodology. The competency curricula are based on tasks currently performed by job incumbents in 1971. (The currency of a given curriculum depends upon periodic analysis of incumbents' jobs, and its quality control resides in the evaluation of the performance competency of the program's graduates.)

A competency curriculum provides a planned course of instruction or training program made up of sequenced competency units which are, in turn, comprised of sequenced modules. These modules, emphasizing performance objectives, are the foundation of the curriculum.

A complete module would be comprised of seven parts: a cluster of related tasks; a performance objective; a list of knowledges and skills implied by the objective; a list of instructional strategies for presenting the knowledges and skills to the learner; an inventory of training aids for supporting the instructional strategies; a list of examination modes; and a statement of the required training time. In this project, curriculum materials have been developed to various levels of adequacy, and usually comprise only the first three parts; the latter four need to be prepared by the user.

The performance objective, which is the most crucial part of the module, is the basis for determining curriculum content. It is composed of five essential elements: the stimulus which initiates the behavior; the behavior; the conditions under which the behavior takes place; the criteria for evaluating the behavior; and the consequence or results of the behavior. A sixth element, namely next action, is not essential; however, it is intended to provide linkage for the next behavior.

Knowledges and skills listed in the module are those needed by the learner for meeting the requirements of the performance objective.

Instructional strategies, training aids, examination modes and training time have been specified only for the Basic Hospital Corps Curriculum. The strategies, aids and modes were selected on the basis of those considered to be most supportive in presenting the knowledges and skills so as to provide optimum learning effectiveness and training efficiency. The strategies extend from the classroom lecture as traditionally presented by a teacher to the more sophisticated mediated program for self-instruction. The training aids, like strategies, extend from the traditional references and handout material in the form of a student syllabus to mediated programs for self-instruction supported by anatomical models. Examination modes extend from the traditional paper and pencil tests to proficiency evaluation of program graduates on the job, commonly known as feedback. Feedback is essential for determining learning effectiveness and for quality control of a training program. The kind of instructional strategies, training aids and examination modes utilized for training are limited only by such factors as staff capability and training budget.

The training time specified in the Basic Hospital Corps Curriculum is estimated, based upon essential knowledge and skills and program sequence.

The competency curriculum module, when complete, provides all of the requirements for training a learner to perform the tasks set forth in the module. A module may be used independently or related modules may be re-sequenced into modified competency units to provide training for a specific job segment.

Since the curricula are based upon tasks performed by job incumbents in 1971, current analysis of jobs needs to be accomplished using task inventories that have been updated to reflect changes in performed tasks. Subsequent to job analysis, a revision of the curricula should be accomplished to reflect task changes. When the foregoing are accomplished, then faculty and other staff members may be indoctrinated to the competency curricula and to their relationship to the education and training system.

In addition to the primary use for the systematic training of job incumbents, these curricula may be used to plan for new training programs, develop new curricula, and revise existing curricula; develop or modify performance standards; develop or modify proficiency examinations; define billets; credentialize training programs; counsel on careers; select students; and identify and select faculty.

The System

Three sub-systems, as described, comprise the proposed system for Education and Training Programs in The Navy Medical Department. This exploratory and advanced developmental research has established an overall methodology for improved education and training incorporating every possible means of providing bases for demonstrating feasibility and cost effectiveness. There remains only job analysis sub-system updating, instructional sub-system completion, and full system test and evaluation.

Acknowledgements

The authors wish to acknowledge the invaluable participation of the several thousands of Naval personnel who served as respondents in inventory application. The many military and civilian personnel who contributed to developmental efforts are cited by name in the Final Report.

The authors also wish to acknowledge former colleagues for singularly important contributions, namely, Elias H. Porter, Ph.D., Carole K. Kauffman, R.N., M.P.H., Mary Kay Munday, B.S.N., R.N., Gail Zarren, M.S.W., and Renee Schick, B.A.

Identity and acknowledgement of the project Advisory Group during the project's final year is recorded in the Final Report.

Lastly, the project could not have been commenced nor carried out without the vision, guidance and outstanding direction of Ouida C. Upchurch, Capt., NC, USN, Project Manager.

TABLE OF CONTENTS

COMPETENCY CURRICULUM FOR

DENTAL ASSISTANT

<u>Units/Modules</u>	<u>Page</u>
I. <u>Infection Control in the Dental Operatory</u>	1
1. Bacteriologic Procedures	2
2. Sterilizing Procedures	3
3. Disinfecting Instruments and Equipment	4
4. Maintaining Aseptic Conditions	5
II. <u>Preparing and Maintaining the Operatory</u>	6
1. Preparing the Operating Unit	7
2. Dental Chair and Lights	8
3. Preparing and Maintaining Various Power-Driven Handpieces	9
4. Preparing Rotary Instruments	10
5. Sharpening Instruments	11
6. Preparing and Selecting Instruments and Devices for Tray Set-Ups	12
III. <u>Appointing and Preparing the Patient For Examination/ Treatment</u>	13
1. Appointment Control	14
2. Positioning Patient in Chair	15
3. Preparing Patient and Dental Unit for Examination/Treatment Procedures	16
4. Dental Charting	17
IV. <u>Basic Dental Chairside Assisting Procedures</u>	18
1. Instrument Transfer	19
2. Local Anesthetic Preparation	20
3. Maintaining Field of Vision	21
4. Rubber Dam Placement and Removal	22
5. Selecting and Mixing Dental Materials	23

<u>Units/Modules</u>	<u>Page</u>
V. <u>Dental Radiography</u>	24
1. Radiation Safety and Record-Keeping Procedures	25
2. Radiographic Exposure Techniques	26
3. Film Processing	27
4. Radiograph Mounting	28
5. Filing and Disposing of Radiographs	29
VI. <u>Preliminary Oral Examination</u>	30
1. Teeth Examination Procedures	31
2. Soft Tissue Preliminary Examination Procedures	32
VII. <u>Preventive Dentistry</u>	33
1. Patient Evaluation for Plaque	34
2. Patient Instruction in Plaque Removal	35
3. Oral Prophylaxis	36
4. Patient Instruction in Nutrition	37
5. Stannous Fluoride Treatment	38
VIII. <u>Assisting with Restorative Procedures</u>	39
1. Cavity Preparation	40
2. Application of Liner/Bases and Matrices	41
3. Amalgam Restoration Procedure	42
4. Silicate Cement Restoration	43
5. Zinc Phosphate Restoration	44
6. Zinc Oxide Eugenol (ZOE) Restoration	45
7. Resin Restoration	46
8. Gold Foil Restoration	47
9. Patient Postoperative Instruction	48
IX. <u>Chairside Surgical Procedures</u>	49
1. Surgical Tray Set-Up	50
2. Preparation for Chairside Oral Surgery	51
3. Assisting with Chairside Oral Surgery	52
4. Postoperative Patient Instruction	53
5. Postsurgical Duties	54
X. <u>Dental Emergency Evaluation of Treatment Requirements in the Absence of a Dentist</u>	55
1. Emergency Evaluation of Treatment Requirements and Referral	56
2. Emergency Treatment	57

<u>Units/Modules</u>	<u>Page</u>
XI. <u>Prosthodontic Procedures</u>	58
1. Removable Prosthodontic Appliances - Partial Dentures	59
2. Removable Prosthodontic Appliances - Full Dentures	60
3. Fixed Prosthodontic Appliances - Fixed Bridge	61
4. Mouthguard Construction	62
XII. <u>Chairside Assisting During Endodontic Procedures</u> .	63
1. Root Canal Preparation	64
2. Root Canal Filling	65
XIII. <u>Supplies Control</u>	66
1. Ordering Supplies from Central Supply	67
2. Storing Supplies in the Dental Operatory	68
3. Preparing Solutions	69
4. Poison and Prescription Drugs Control	70

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT I: INFECTION CONTROL IN THE DENTAL OPERATORY

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Bacteriologic Procedures	2
2	Sterilizing Procedures	3
3	Disinfecting Instruments and Equipment	4
4	Maintaining Aseptic Conditions	5

Competency: DENTAL ASSISTANT (DA)

Unit: Infection Control

MODULE 1: BACTEROLOGIC PROCEDURES

- TASKS
- a. Identify bacteria by staining methods
 - b. Identify bacteria by basic culture techniques
 - c. Do test culture of oral mucosa to determine the presence of acute necrotizing ulcerative gingivitis
 - d. Take oral smears for phase contrast microscopy
 - e. Identify microorganisms by conventional, dark field and phase contrast microscopy

PERFORMANCE OBJECTIVE

- (Stimulus) At the request of the dentist and upon receipt of a sample of unknown oral microorganisms
- (Behavior) The DA will obtain test cultures of the oral smears and identify the three broad groups of oral microorganisms
- (Conditions) Without supervision; using basic culture and staining methods and microscopy
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) Accurate identification of groups of oral microorganisms in the patient's mouth
- (Next Action) Dentist will treat patient or delegate patient treatment

KNOWLEDGES AND SKILLS

Morphology of the oral flora - pathogenic and nonpathogenic
Smear techniques
Culture techniques
Techniques of microscopy

Competency: DENTAL ASSISTANT (DA)

Unit: Infection Control

MODULE 2: STERILIZING PROCEDURES

- TASKS
- a. Determine/select agents/processes for equipment/instrument sterilization
 - b. Wash glassware/instruments
 - c. Prepare and sterilize linen
 - d. Prepare solution bottles for sterilization and storage
 - e. Prepare suture material for sterilization
 - f. Prepare rubber goods for sterilization
 - g. Set up suture book/towel
 - h. Transport pre-set trays to sterilizing unit
 - i. Sterilize equipment/instruments/supplies
 - j. Determine adequacy of sterilization procedures
 - k. Package (wrap/date/label) sterile supplies
 - l. Transport sterile equipment/supplies to central supply room
 - m. Maintain autoclave and dry heat sterilizer

PERFORMANCE OBJECTIVE

- (Stimulus) Upon receiving instruments, equipment and/or supplies that require sterilization
- (Behavior) The DA will prepare the materials for sterilization; determine the proper sterilization method; follow sterilization procedures; determine whether adequate sterilization has been rendered and ensure proper preservation/storage of sterilized materials; perform routine maintenance of autoclave and dry heat sterilizer
- (Conditions) Without supervision; using appropriate equipment and supplies
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals and manufacturers' instructions for operation and maintenance of sterilizing equipment
- (Consequence) This action will result in a supply of sterile instruments and supplies ready for use
- (Next Action) Make up sterile trays

KNOWLEDGES AND SKILLS

Principles of asepsis
Preparation procedures
Sterilization methods and procedures
Packaging procedures
Techniques for determining adequacy of sterilization
Routine maintenance procedures, e.g., sterilized supplies and sterilization equipment

Competency: DENTAL ASSISTANT (DA)

Unit: Infection Control

MODULE 3: DISINFECTING INSTRUMENTS, EQUIPMENT AND SUPPLIES

- TASKS
- a. Select instruments/equipment for disinfection
 - b. Determine proper method of disinfection
 - c. Scrub/wash instruments/equipment
 - d. Prepare and use disinfectant solutions

PERFORMANCE OBJECTIVE

- (Stimulus) Upon receiving instruments and equipment that cannot be subjected to sterilization procedures
- (Behavior) The DA will determine correct method for disinfection, clean the instruments and equipment and disinfect instruments and equipment
- (Conditions) Without supervision
- (Criteria) According to the manufacturer's instructions for solution and time
- (Consequence) This will disinfect the instruments/equipment and prevent disease transmission to the patient
- (Next Action) Properly store instruments/equipment ready for use

KNOWLEDGES AND SKILLS

Instrument/equipment characteristics that indicate disinfection rather than sterilization

Disinfection methods

Mechanisms of disease transmission

Procedures for preparing disinfectant solutions

Procedures for disinfecting instruments/equipment

Competency: DENTAL ASSISTANT (DA)

Unit: Infection Control

MODULE 4: MAINTAINING ASEPTIC CONDITIONS

- TASKS
- a. Observe for breaks in aseptic procedures
 - b. Report breaks in aseptic conditions
 - c. Take corrective action for restoring aseptic conditions

PERFORMANCE OBJECTIVE

- | | |
|---------------|--|
| (Stimulus) | While assisting in chairside dental procedures |
| (Behavior) | The DA will recognize breaks in aseptic conditions, report breaks to the dentist and take necessary corrective actions to restore aseptic conditions |
| (Conditions) | Without supervision |
| (Criteria) | In accordance with principles of asepsis |
| (Consequence) | These actions will reduce the possibility of disease transmission |

KNOWLEDGES AND SKILLS

Oral bacteriology and disease transmission
Principles of asepsis
Appropriate aseptic conditions for the dental
operatory
Aseptic techniques

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT II: PREPARING AND MAINTAINING THE OPERATORY

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Preparing the Operating Unit	7
2	Dental Chair and Lights	8
3	Preparing and Maintaining Various Power-Driven Handpieces	9
4	Preparing Rotary Instruments	10
5	Sharpening Instruments	11
6	Preparing and Selecting Instruments and Devices for Tray Set-Ups	12

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

MODULE 1: PREPARING THE OPERATING UNIT

- TASKS
- a. Turn master switch on
 - b. Check water and air syringe for flow and temperature
 - c. Check evacuation system for proper suction
 - d. Clean unit, e.g., wash, disinfect
 - e. Perform maintenance on operating unit

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned to the dental operatory and prior to patient arrival
- (Behavior) The DA will make ready and operable the various components of a specific dental unit
- (Conditions) Without supervision
- (Criteria) As recommended in the manufacturer's manual of operation
- (Consequence) These procedures will verify that all components of the operatory are in working condition for use by the dental operating team
- (Next Action) Continue to prepare the operatory for patient treatment by making ready the chair and lights

KNOWLEDGES AND SKILLS

Major components of various units, e.g., air, water, electricity, oiler, evacuation system
Manufacturer's instructions for operation and routine maintenance of the unit
Disinfection procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

MODULE 2: DENTAL CHAIR AND LIGHTS

- TASKS
- a. Check chair operation
 - b. Check light operation
 - c. Maintain chair and lights in clean condition
 - d. Perform daily maintenance on chair and lights
 - e. Perform weekly maintenance on chair and lights
 - f. Perform monthly maintenance on chair and lights

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned to the dental operatory and prior to patient arrival
- (Behavior) The DA will make ready and operable and maintain the chair and lights in his area
- (Conditions) Without supervision
- (Criteria) In accordance with the manufacturer's manual of operation and with Navy Dental Assistant rate training manuals
- (Consequence) This will verify that the chair and the lights in the operatory are in working condition for the use of the dentist
- (Next Action) Make ready the various power-driven handpieces

KNOWLEDGES AND SKILLS

Operation of various types of chairs
Manufacturer's instructions for use and routine maintenance of specific dental chair
Operation of various types of lights
Manufacturer's instructions for use and routine maintenance of specific dental lights
Daily, weekly, monthly preventive maintenance routines for dental chair in accordance with manufacturer's instructions and established Navy routine

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

**MODULE 3: PREPARING AND MAINTAINING VARIOUS POWER-DRIVEN
HANDPIECES**

- TASKS**
- a. Identify/select common handpieces
 - b. Install common handpiece and test for use
 - c. Clean, lubricate and reassemble belt-driven handpiece
 - d. Replace worn engine belt
 - e. Adjust end play on dental handpiece
 - f. Replace worn gaskets on air-driven dental handpieces
 - g. Clear water lines on contra-angle air-driven dental handpieces
 - h. Replace cartridges on air-driven dental handpieces
 - i. Replace chucks on friction grip handpiece
 - j. Clean and maintain handpieces

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned to the dental operatory and prior to patient arrival
- (Behavior) The DA will anticipate the dentist's need for various handpieces by selecting and preparing for use a well-maintained operating handpiece(s) appropriate for the operating unit and for the dental procedure specified in the patient treatment plan and will clean the handpiece after use
- (Conditions) Without supervision
- (Criteria) The handpieces needed will be accessible and ready for use
- (Consequence) This action will facilitate efficient provision of dental care to the patient
- (Next Action) Attach the proper rotary instrument to the handpiece

KNOWLEDGES AND SKILLS

Manufacturer's instructions for operation of dental engine, rheostat, handpieces (high and low speed) and attachments

Daily, weekly and monthly care and maintenance of handpieces

Handpiece requirement for specific dental procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

MODULE 4: PREPARING ROTARY INSTRUMENTS

- TASKS
- a. Select and organize rotary instrument(s) for dental procedure indicated
 - b. Exchange burs, mandrels, mounted stones, diamonds in dental handpiece
 - c. Clean and maintain rotary instruments

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned to the dental operatory
- (Behavior) The DA will anticipate the dentist's need for various rotary instruments by having available, by selecting and by attaching to the appropriate handpiece, the rotary instruments needed for the procedure indicated in the patient treatment plan
- (Conditions) Without supervision
- (Criteria) The assistant will properly select, exchange and maintain the rotary instruments so that they will be ready for use in the appropriate handpiece
- (Consequence) Provides the dentist with the proper rotary instrument for a specific procedure
- (Next Action) Assist the dentist as he uses the rotary instrument in the handpiece

KNOWLEDGES AND SKILLS

Identification and use of various rotary instruments
Discriminate between usable and nonusable rotary instruments
Instrument cleaning and maintenance procedures
Rotary instruments required for specific dental procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

MODULE 5: SHARPENING INSTRUMENTS

- TASKS
- a. Determine hand instruments requiring sharpening
 - b. Select the sharpening device
 - c. Sharpen hand instruments
 - d. Clean and lubricate sharpening devices

PERFORMANCE OBJECTIVE

- (Stimulus) When a particular hand instrument needs sharpening
(Behavior) The DA will recognize the need for and sharpen the instrument, and clean the sharpening device
(Conditions) Without supervision
(Criteria) Using an appropriate sharpening device; preserving the original, uniform bevel; and leaving the sharpening device ready for re-use
(Consequence) This action will produce sharp instruments for dental use and will minimize pain or injury to the patient
(Next Action) Prepare the sharpened instrument for sterilization

KNOWLEDGES AND SKILLS

Instrument sharpening procedures, e.g., maintaining bevel angle of instrument
Recognition of correctly sharpened instruments, e.g., discriminate between sharp and dull instruments, between uniformly beveled edge and non-uniformly beveled edge
Cleaning and lubricating procedures for sharpening devices

Competency: DENTAL ASSISTANT (DA)

Unit: Preparing and Maintaining the Operatory

MODULE 6: PREPARING AND SELECTING INSTRUMENTS AND DEVICES FOR
TRAY SET-UPS

- TASKS
- a. Identify and select instruments and devices required for a specific dental procedure
 - b. Prepare tray set-ups for specified dental procedure

PERFORMANCE OBJECTIVE

- (Stimulus) Upon assignment to the dental operatory and prior to the patient arrival
- (Behavior) The DA will set up a tray with instruments and devices arranged in sequence according to the patient treatment plan
- (Conditions) Without supervision
- (Criteria) Instruments placed on the tray will be sequentially placed, properly maintained, sharpened and sterilized
- (Consequence) Efficient transfer and use of instruments and devices by dentist
- (Next Action) The assistant will store the prepared tray properly until required for use

KNOWLEDGES AND SKILLS

- Identification of instruments and devices required for routine procedures
- Sequence in which instruments and devices are used in the dental procedures

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT III: APPOINTING AND PREPARING THE PATIENT FOR
EXAMINATION/TREATMENT

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Appointment Control	14
2	Positioning Patient in Chair	15
3	Preparing Patient and Dental Unit for Examination/Treatment Procedures	16
4	Dental Charting	17

Competency: DENTAL ASSISTANT (DA)

Unit: Patient Appointment and Preparation

MODULE 1: APPOINTMENT CONTROL

- TASKS
- a. Schedule appointments
 - b. Record appointments in appointment book
 - c. Verify appointments

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned appointment control functions
(Behavior) The DA will schedule appointments for patients requesting appointments, obtain the necessary patient information, verify by mail or telephone previously scheduled appointments
(Conditions) Without supervision; using the established appointment control books and guidelines
(Criteria) According to established procedures so that emergency patients are scheduled immediately, other patients are scheduled with minimal delay, time allocations are sufficient for patient treatment and dental personnel are maximally productive
(Consequence) Prompt patient care and maximum productivity for the dental team

KNOWLEDGES AND SKILLS

- Time allocations for specific/anticipated dental procedures
- Fundamentals of appointment control
- Emergency situations requiring immediate scheduling

Competency: DENTAL ASSISTANT (DA)

Unit: Patient Appointment and Preparation

MODULE 2: POSITIONING PATIENT IN CHAIR

TASKS a. Seat and position patient
 b. Adjust dental stools
 c. Adjust chair

PERFORMANCE OBJECTIVE

(Stimulus) When an appointed patient presents for examination/
 treatment
(Behavior) The DA will seat the patient in the dental chair,
 raise the patient's legs, lower the patient's
 back, adjust the headrest and adjust the dental
 stools if necessary
(Conditions) Without supervision
(Criteria) Provide maximum support and comfort for the
 patient, so that the occlusal plane is properly
 positioned depending on the area of the mouth
 to be treated, so as to permit movement of the
 patient's head, and so as to enable the dentist
 to be seated in the proper position with minimal
 height adjustment to the dental chair
(Consequence) The patients's position in the chair and the
 adjustment of dental stools will permit maximum
 visibility and convenience for the dentist and
 assistant while maintaining patient comfort.
 This will facilitate efficient dental procedures and
 reduce fatigue and eye strain for the dental team
(Next Action) Prepare patient and dental unit for treatment/
 examination

KNOWLEDGES AND SKILLS

Techniques for adjusting dental chair for patient
Techniques for adjusting dental stools
Positioning of patient to accommodate techniques
of four-handed dentistry for various dental
procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Patient Appointment and Preparation

MODULE 3: PREPARING PATIENT AND DENTAL UNIT FOR EXAMINATION/
TREATMENT PROCEDURES

- TASKS
- a. Set up unit bracket table with pre-prepared instrument tray
 - b. Prepare radiographs for viewing by dentist
 - c. Prepare patient dental records for review by dentist
 - d. Explain examination/treatment procedures to patient

PERFORMANCE OBJECTIVE

- (Stimulus) Given a patient properly positioned for treatment in the dental operatory
- (Behavior) The DA will set up the bracket table with the pre-prepared instrument tray for the anticipated dental procedure(s), prepare patient dental records for dentist's review, check the x-ray cards for proper arrangement and place the x-rays on the viewer, and explain to the patient the examination/treatment process depending on the anticipated procedure
- (Conditions) Without supervision
- (Criteria) According to four-handed dentistry techniques and as dictated by the patient treatment plan
- (Consequence) Proper preparation and positioning of the instruments and patient will result in more efficient dental procedures
- (Next Action) Assist the dentist in the subsequent dental procedure(s)

KNOWLEDGES AND SKILLS

Instruments required in accordance with patient treatment plan or examination procedures
Positioning of trays and bracket tables for efficient use
Positioning of radiographs for viewing
Interpretation of patient treatment plan for identifying appropriate dental procedure

Competency: DENTAL ASSISTANT (DA)

Unit: Patient Appointment and Preparation

MODULE 4: DENTAL CHARTING

- TASKS
- a. Record patient data on individual dental record
 - b. Record existing restorations
 - c. Record existing abnormalities
 - d. Record subsequent abnormalities
 - e. Record treatment rendered

PERFORMANCE OBJECTIVE

- (Stimulus) Given a patient who presents for an initial dental examination, subsequent dental examination or treatment in either a central examination room or individual dental office
- (Behavior) The DA will prepare a dental record with the patient's personal data and record in that record or in a preexisting record as appropriate all existing restorations, abnormalities and treatment as described by the examining or treating dentist
- (Conditions) With direct supervision
- (Criteria) Without error, in accordance with the current Navy directives and current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in a permanent, current, accurate, individual dental record that can be used for treatment, identification and legal purposes
- (Next Action) Appoint patient for indicated treatment, return record to central filming area and, in the case of original records, forward duplicate record to appropriate agency for permanent safe keeping

KNOWLEDGES AND SKILLS

Tooth surface designations
Federal tooth numbering system
Standard form 603 and 603A, Health Record, Dental DD 722-1, Dental folder
Current BuMed instructions on dental charting
Current Navy Dental Assistant rate training manuals
Ability to translate verbal description into graphic and written forms

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT IV: BASIC DENTAL CHAIRSIDE ASSISTING PROCEDURES

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Instrument Transfer	19
2	Local Anesthetic Preparation	20
3	Maintaining Field of Vision	21
4	Rubber Dam Placement and Removal	22
5	Selecting and Mixing Dental Materials	23

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting

MODULE 1: INSTRUMENT TRANSFER

- TASKS
- a. Transfer instrument to dentist
 - b. Replace instrument on tray

PERFORMANCE OBJECTIVE

- (Stimulus) While assisting the dentist during a dental procedure
- (Behavior) The DA will anticipate the dentist's needs for instruments, transfer the instruments and replace instruments on tray in the proper sequence
- (Conditions) With direct supervision
- (Criteria) According to standard four-handed dentistry techniques
- (Consequence) Instruments will be transferred in an aseptic, efficient manner and at the appropriate times to increase the efficiency of the dentist

KNOWLEDGES AND SKILLS

Four-handed dentistry principles and techniques of instrument transfer

Principles of asepsis

Sequence of instrument use in routine dental procedures

Identification of instruments and general information on their functional use

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting

MODULE 2: LOCAL ANESTHETIC PREPARATION

- TASKS
- a. Obtain appropriate local anesthetic
 - b. Attach correct size needle
 - c. Load syringe
 - d. Transfer anesthetic to dentist
 - e. Dispose of needles

PERFORMANCE OBJECTIVE

- (Stimulus) At the request of the dentist
(Behavior) The DA will obtain appropriate local anesthetic, prepare the appropriate syringe and needle, transfer the loaded syringe and needle to the dentist; after injection is complete the DA will dispose of the needle and anesthetic cartridge and prepare syringe for cleaning and sterilization
(Conditions) With supervision; out of the patient's field of vision
(Criteria) According to four-handed dentistry techniques
(Consequence) The patient will receive the proper anesthetic with minimal dentist time expended
(Next Action) The dentist will inject the anesthetic

KNOWLEDGES AND SKILLS

Types of anesthetics, e.g., local, topical
Technique for loading syringe and attaching needle
Aseptic conditions
Cleaning and sterilizing of needles, syringes
Techniques of syringe transfer

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting

MODULE 3: MAINTAINING FIELD OF VISION

TASKS a. Remove water/debris from operating area
 b. Retract tissue

PERFORMANCE OBJECTIVE

(Stimulus) While assisting the dentist during a dental procedure
(Behavior) The DA will maintain a clear field of vision by controlling the water and debris in the operating area and retracting tongue and cheeks as necessary
(Conditions) With direct supervision; using oral evacuator, air/water syringe and appropriate equipment for retraction
(Criteria) In accordance with principles of four-handed dentistry and tissue management
(Consequence) A clear field of vision will facilitate treatment

KNOWLEDGES AND SKILLS

Use of three-way syringe
Tissue management
Use of evacuator

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting

MODULE 4: RUBBER DAM PLACEMENT AND REMOVAL

- TASKS
- a. Prepare rubber dam tray set-ups
 - b. Prepare patient
 - c. Punch proper size holes in appropriate location
 - d. Apply to specified tooth/teeth
 - e. Apply clamp to appropriate tooth
 - f. Apply rubber dam frame
 - g. Ligate where necessary
 - h. Remove ligatures
 - i. Remove rubber dam clamp
 - j. Remove rubber dam
 - k. Clean patient's oral cavity and face

PERFORMANCE OBJECTIVE

- (Stimulus) When requested by the dentist
- (Behavior) The DA will prepare patient, punch appropriate holes in dam, adapt to tooth/teeth, secure with clamp and holder, ligate as necessary and remove ligatures, holder, clamp and rubber dam at completion of the dental procedure
- (Conditions) With indirect supervision; using appropriate clamps, holders, ligatures and rubber dam material
- (Criteria) The dam will isolate the specified teeth, minimize leakage of saliva or blood, retract lips, cheeks and tongue and cause minimal tissue damage
- (Consequence) The properly applied rubber dam will maintain a clear and dry operative field
- (Next Action) Assist the dentist with the operative procedure. The next action after removal of the rubber dam is dependent upon procedure

KNOWLEDGES AND SKILLS

Tooth number and location
Anatomy of the periodontium
Technique for applying and removing rubber dam
Identification and use of instruments and materials,
e.g., punch, clamp, forceps, strap and U-type
holders, scissors
Patient preparation procedures
Ligating technique

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting

MODULE 5: SELECTING AND MIXING DENTAL MATERIALS

- TASKS
- a. Prepare gypsum products
 - b. Manipulate waxes
 - c. Prepare impression materials, e.g., elastic, rigid, plastic
 - d. Prepare cements
 - e. Prepare temporary and sedative dressings
 - f. Prepare esthetic restorative materials
 - g. Prepare resins
 - h. Prepare amalgam

PERFORMANCE OBJECTIVE

- (Stimulus) When assisting during routine dental procedures requiring dental materials
- (Behavior) The DA will select and have available prior to the start of the procedure the specific materials needed for the procedure, and will mix or prepare materials for insertion or application by the dentist
- (Conditions) With supervision; using materials previously selected and readily available
- (Criteria) According to manufacturer's instructions
- (Consequence) This will result in properly manipulated materials for use by the dentist

KNOWLEDGES AND SKILLS

Dental materials related to various procedures
Storage and shelf life of materials
Mixing and manipulation of materials according to manufacturer's instructions

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT V: DENTAL RADIOGRAPHY

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Radiation Safety and Record-Keeping Procedures	25
2	Radiographic Exposure Techniques	26
3	Film Processing	27
4	Radiograph Mounting	28
5	Filing and Disposing of Radiographs	29

Competency: DENTAL ASSISTANT (DA)

Unit: Radiography

MODULE 1: RADIATION SAFETY AND RECORD-KEEPING PROCEDURES

- TASKS
- a. Perform self/patient x-ray safety procedures
 - b. Log x-ray number or identification onto records
 - c. Log number of x-ray exposures made on each patient
 - d. Log standard 519A radiographic report
 - e. Post film badges to monitor radiation in x-ray area
 - f. Inspect condition of film storage areas

PERFORMANCE OBJECTIVE

- (Stimulus) When exposing patient to x-rays
(Behavior) The DA will use proper safety precautions in making exposures and will record and store the exposed films without error
(Conditions) Without supervision
(Criteria) In accordance with federal requirements for radiation safety and current Navy Dental Assistant rate training manuals
(Consequence) Safe x-ray exposures and accurate records

KNOWLEDGES AND SKILLS

- Safety precautions for operator and patient and reasons for them
- Safety equipment, e.g., film badge and radiation protective apron
- Radiation safety
- Record-keeping procedures and reasons for them

Competency: DENTAL ASSISTANT (DA)

Unit: Radiography

MODULE 2: RADIOGRAPHIC EXPOSURE TECHNIQUE

- TASKS
- a. Record the patient and exposures to be made in the daily record of exposures
 - b. Seat and position the patient to be x-rayed
 - c. Explain x-ray procedure to patient
 - d. Determine exposure technique for x-ray series
 - e. Take bitewing x-rays
 - f. Take periapical x-rays
 - g. Take occlusal x-rays
 - h. Take panorex x-rays
 - i. Take extraoral x-rays

PERFORMANCE OBJECTIVE

- (Stimulus) When ordered by the dentist to take x-rays
(Behavior) The DA will record the patient and exposures to be made in the daily record of exposures and explain the x-ray procedure to the patient, properly position the patient, and take bitewing, periapical, occlusal and panorex x-rays as appropriate
(Conditions) With indirect supervision
(Criteria) In accordance with dentist's specifications, current Navy Dental Assistant rate training manuals, using the x-ray unit manufacturer's operating manual and film manufacturer's specifications
(Consequence) A cooperative, informed patient and x-rays acceptable for diagnosis
(Next Action) Process and mount exposed film

KNOWLEDGES AND SKILLS

Communications skills for clear, understandable instructions to patient
Techniques of dental radiography, e.g., position of patient, relationship between film position and tubehead placement
Dental anatomy
Dental x-ray units, parts, use
Patient management

Competency: DENTAL ASSISTANT (DA)

Unit: Radiography

MODULE 3: FILM PROCESSING

- TASKS
- a. Store unexposed film
 - b. Check solutions and replace or replenish as required
 - c. Check dark room safe lights
 - d. Process x-ray films
 - e. Evaluate films for processing errors
 - f. Store used processing solutions for silver reclamation

PERFORMANCE OBJECTIVE

- (Stimulus) When assigned to process x-ray films
(Behavior) The DA will check condition of the darkroom safe lights and solutions to make them functional if necessary; store used processing solutions for reclamation of the silver dissolved in them; process exposed film using either automatic or manual processing equipment; evaluate processed film for technical adequacy; and store unexposed film
(Conditions) Without supervision
(Criteria) According to manufacturer's instructions and current Navy Dental Assistant rate training manuals
(Consequence) Radiographs technically adequate for diagnosis, ready for mounting and viewing and the proper storage of the unexposed film
(Next Action) Mount radiographs

KNOWLEDGES AND SKILLS

Manufacturer's instructions
Current Navy Dental Assistant rate training manuals
Operation of x-ray processing machines, manual or automatic, and x-ray film dryer
Determination of technical quality for processing errors
Processing errors and their causes, and corrective procedures
Navy and Marine Corps Disposal Manual
BuMed Inst 4010.1 series for silver reclamation

Competency: DENTAL ASSISTANT (DA)

Unit: Radiography

MODULE 4: RADIOGRAPH MOUNTING

- TASKS
- a. Identify radiographs by type, arch and tooth
 - b. Evaluate x-ray films for technical adequacy
 - c. Mount radiographs for viewing by dentist

PERFORMANCE OBJECTIVE

- | | |
|---------------|--|
| (Stimulus) | Given processed x-ray films |
| (Behavior) | The DA will determine technical adequacy of radiographs, identify associated landmark teeth and mount radiographs in proper format for viewing |
| (Conditions) | Without supervision |
| (Criteria) | Review by dentist verifies technical adequacy of mounted radiographs |
| (Consequence) | Technically adequate and properly mounted films ready for viewing by the dentist |
| (Next Action) | File or dispose of radiographs |

KNOWLEDGES AND SKILLS

Dental x-ray film exposure and processing techniques and potential errors
Structure, name and location of teeth and associated anatomic structures
Types of x-ray films
Teeth/tooth identification on radiographs
Technical accuracy of various dental radiographs for diagnostic purposes

Competency: DENTAL ASSISTANT (DA)

Unit: Radiography

MODULE 5: FILING AND DISPOSING OF RADIOGRAPHS

TASKS a. File radiographs
 b. Review/inspect x-ray films for disposal

PERFORMANCE OBJECTIVE

(Stimulus)	When the dentist has completed the viewing of the radiographs
(Behavior)	The DA will file the radiographs according to patient record system and periodically review the radiographs for disposal
(Conditions)	Without supervision
(Criteria)	According to established procedures
(Consequence)	Up-to-date and accurate patient records of radiographs

KNOWLEDGES AND SKILLS

Navy-Marine Corps disposal manual
Navy directives system
Local procedures for filing radiographs for easy and accurate retrieval

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT VI: PRELIMINARY ORAL EXAMINATION

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Teeth Examination Procedures	31
2	Soft Tissue Preliminary Examination Procedures	32

Competency: DENTAL ASSISTANT (DA)

Unit: Preliminary Oral Examination

MODULE 1: TEETH EXAMINATION PROCEDURES

- TASKS
- a. Observe for/report symptoms of caries, simple and advanced
 - b. Observe for/report symptoms of obvious defective or missing restorations
 - c. Examine for/report symptoms of postoperative complications
 - d. Observe for/report symptoms of erosion of teeth
 - e. Observe for/report symptoms of abrasion of teeth
 - f. Observe for/report symptoms of attrition of teeth
 - g. Observe for/report symptoms of malocclusion of teeth
 - h. Observe for/report symptoms of supernumerary teeth

PERFORMANCE OBJECTIVE

- (Stimulus) When a patient is received who is in pain or seeking treatment
- (Behavior) The DA will observe, report and record on patient records symptoms of caries, defective or missing restorations, postoperative complications, erosion, abrasion and attrition of teeth, malocclusion and supernumerary teeth
- (Conditions) With indirect supervision; using a mouth mirror, explorer, x-ray, light, probe and articulating paper as necessary
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals or Color Atlas of Oral Pathology
- (Consequence) This action will provide preliminary information to the dentist for diagnosis
- (Next Action) Soft issue preliminary examination

KNOWLEDGES AND SKILLS

Number, location and appearance of teeth
Dental radiography
Symptoms of caries, postoperative complications, dry socket, erosion, abrasion and attrition of teeth, malocclusion and supernumerary teeth

Competency: DENTAL ASSISTANT (DA)

Unit: Preliminary Oral Examination

MODULE 2: SOFT TISSUE PRELIMINARY EXAMINATION PROCEDURES

TASKS a. Observe and report by location abnormalities of the soft tissue, e.g., in size, color, exudates, heat, pain, loss of function

PERFORMANCE OBJECTIVE

(Stimulus) When a patient is received who is in pain or is seeking treatment
(Behavior) The DA will observe, report and record signs and symptoms of soft tissue abnormalities as to size, color, exudates, heat, pain, loss of function of the soft tissues of the oral cavity, or adverse reactions to previous treatment/medication
(Conditions) With supervision; using the mouth mirror, explorer, probe, lighting, x-ray and pressure indicating paste
(Criteria) Degree of signs and symptoms will be reported in accordance with current Navy Dental Assistant rate training manuals and the Color Atlas of Oral Pathology
(Consequence) This action will provide preliminary information to the dentist for diagnosis
(Next Action) Diagnose and plan treatment by the dentist

KNOWLEDGES AND SKILLS

Symptoms and locations of gum conditions
Identification of periodontium by name, location, structure and function
Normal and abnormal appearance of soft tissue of oral cavity
Degree and types of pain
Dental radiograph interpretation
Common adverse reactions to dental treatment/medication
Normal color perception

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT VII: PREVENTIVE DENTISTRY

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Patient Evaluation for Plaque	34
2	Patient Instruction in Plaque Removal	35
3	Oral Prophylaxis	36
4	Patient Instruction in Nutrition	37
5	Stannous Fluoride Treatment	38

Competency: DENTAL ASSISTANT (DA)

Unit: Preventive Dentistry

MODULE 1: PATIENT EVALUATION FOR PLAQUE

TASKS a. Apply plaque-disclosing agent
 b. Examine teeth for plaque index
 c. Score plaque index
 d. Chart plaque index

PERFORMANCE OBJECTIVE

(Stimulus) When requested by the dentist to evaluate a
 patient for plaque index
(Behavior) The DA will perform, score and chart the plaque
 evaluation
(Conditions) With indirect supervision; using the required
 instruments and supplies (i.e., mirror, probe,
 disclosing agent)
(Criteria) In accordance with current BuMed Instruction on
 Plaque Control
(Consequence) A permanent charted record of the amount and
 location of any plaque
(Next Action) Record results of the plaque index on NavMed
 6600/4 and SF 603 and instruct patient on plaque
 removal

KNOWLEDGES AND SKILLS

Current BuMed Instruction on Plaque Control,
NavMed 6600.4, SF 603 and current Navy Dental
Assistant rate training manuals
Signs of soft tissue inflammation
Anatomy of the periodontium
Technique for performing plaque evaluation

Competency: DENTAL ASSISTANT (DA)

Unit: Preventive Dentistry

MODULE 2: PATIENT INSTRUCTION IN PLAQUE REMOVAL

- TASKS
- a. Educate patients regarding relationship of plaque, caries, periodontal disease and oral health
 - b. Instruct patient in use of plaque-disclosing media/methods
 - c. Teach patient self-care preventive dentistry measures; e.g., dental floss, toothbrush, water pik
 - d. Instruct patient in care of crown/bridge/denture
 - e. Evaluate patient's home care program

PERFORMANCE OBJECTIVE

- (Stimulus) When requested by the dentist to instruct a patient in plaque removal
- (Behavior) The DA will teach the patient the mechanical techniques of plaque removal and motivate the patient to incorporate the techniques into his daily oral hygiene regimen
- (Conditions) With minimal supervision; using the required instruments and supplies
- (Criteria) In accordance with current BuMed Instruction of Plaque Control
- (Consequence) A patient who is informed about and motivated to practice plaque control techniques
- (Next Action) Preventive dentistry recall techniques

KNOWLEDGES AND SKILLS

Interpersonal relations and motivational techniques
Patient counseling techniques and audiovisual aids
Therapeutic equipment and supplies
Personal plaque removal techniques
BuMed Instruction on Plaque Control
Cariology, e.g., microorganisms, caries
Causes and effects of periodontal disease

Competency: DENTAL ASSISTANT (DA)

Unit: Preventive Dentistry

MODULE 3: ORAL PROPHYLAXIS

- TASKS
- a. Select appropriate instruments
 - b. Remove supragingival calculus
 - c. Remove subgingival calculus
 - d. Polish teeth

PERFORMANCE OBJECTIVE

- (Stimulus) When requested by the dentist to perform oral prophylaxis for a patient
- (Behavior) The DA will scale and polish the teeth
- (Conditions) With direct or indirect supervision; using the required instruments and equipment, e.g., scalers, curettes, files, ultrasonic unit and prophylactic handpiece with polishing cups and brushes
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) Removal of all material accumulated on the teeth with minimum trauma to soft tissue, thus reducing the incidence of caries and periodontal disease
- (Next Action) Administer the three-agent stannous flouride treatment

KNOWLEDGES AND SKILLS

Current Navy Dental Assistant rate training manuals
Anatomy of the teeth and the periodontium
Dental materials and equipment, e.g., scalers, curettes, files, ultrasonic unit and prophylactic handpiece with polishing cups and brushes
Manipulation of scaling instruments

Competency: DENTAL ASSISTANT (DA)

Unit: Preventive Dentistry

MODULE 4: PATIENT INSTRUCTION IN DENTISTRY

- TASKS
- a. Instruct patient in the selection of nutritional foods
 - b. Explain/answer questions about therapeutic diets to patient/family

PERFORMANCE OBJECTIVE

- (Stimulus) When directed by the dentist
- (Behavior) The DA will instruct patient on nutrition/ proper dietary habits and problems
- (Conditions) With indirect supervision
- (Criteria) Following current nutritional guidelines and as specified by the dentist
- (Consequence) This action will result in informing the patient about nutrition

KNOWLEDGES AND SKILLS

Interpersonal relationships
Basic patient counseling techniques
Motivation techniques
Relation of basic nutrition to dental health

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT VIII: ASSISTING WITH RESTORATIVE PROCEDURES

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Cavity Preparation	40
2	Application of Liners/Bases and Matrices . . .	41
3	Amalgam Restoration Procedure	42
4	Silicate Cement Restoration.	43
5	Zinc Phosphate Restoration	44
6	Zinc Oxide Eugenol (ZOE) Restoration	45
7	Resin Restoration	46
8	Gold Foil Restoration	47
9	Patient Postoperative Instruction	48

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 1: CAVITY PREPARATION

TASKS a. Assist during local anesthetic
 b. Place rubber dam
 c. Transfer instruments
 d. Perform oral evacuation

PERFORMANCE OBJECTIVE

(Stimulus) When a patient presents for restorative procedures
 or at the request of the dentist
(Behavior) The DA will assist the dentist in preparing the
 mouth and tooth for restoration
(Conditions) With direct or indirect supervision; using four-
 handed dentistry techniques
(Criteria) In an anticipatory manner and in accordance with
 current Navy Dental Assistant rate training
 manuals
(Consequence) The cavity preparation will be executed in a
 smooth and efficient manner
(Next Action) Apply liners/bases

KNOWLEDGES AND SKILLS

Patient management
Basic four-handed dentistry procedures
Procedure for preparing cavity -- class I, II,
 III, IV, V, VI
Sequence and use of instruments used in cavity
 preparation

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 2: APPLICATION OF LINERS/BASES AND MATRICES

- TASKS
- a. Transfer instrument
 - b. Mix liners/bases (e.g., calcium hydroxide, varnish, etc.)
 - c. Select and prepare appropriate matrix material

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of cavity preparation or at the request of the dentist
- (Behavior) The DA will mix and transfer liners/bases and the instruments for their application as requested by the dentist, and will provide the appropriate matrix material
- (Conditions) With direct supervision
- (Criteria) In an anticipatory manner, and in accordance with manufacturer's instructions and current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in an efficient placement of appropriately mixed materials
- (Next Action) Matrix application or placement of permanent/temporary restoration by the dentist

KNOWLEDGES AND SKILLS

Manipulation and use of materials
Basic four-handed dentistry procedures
Sequence and use of instruments used in application of liners/bases
Types and uses of matrix materials

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 3: AMALGAM RESTORATION PROCEDURE

TASKS	a. Mix amalgam
	b. Transfer instruments
	c. Evacuate oral cavity
	d. Remove matrix
	e. Remove rubber dam

PERFORMANCE OBJECTIVE

(Stimulus)	Upon completion of the cavity preparation/ application of liners or bases/matrix application or at the request of the dentist
(Behavior)	The DA will mix amalgam and assist the dentist during insertion and carving of the amalgam restoration and, when directed, will remove matrix
(Conditions)	With direct supervision
(Criteria)	Amalgam will be mixed in accordance with manu- facturer's instructions and NavPers 10682 in an anticipatory manner and following four-handed dentistry techniques
(Consequence)	This action will contribute to the smooth and efficient placement and carving of an acceptable restoration
(Next Action)	Record patient treatment and reappoint patient for polishing of amalgam

KNOWLEDGES AND SKILLS

Basic four-handed dentistry procedures
Matrix removal techniques
Characteristics of properly mixed amalgam
Amalgam mixing techniques
Operation of mechanical mixing devices

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 4: SILICATE CEMENT RESTORATION

- TASKS
- a. Mix and transfer base/liners for pulpal protection
 - b. Transfer matrix and wedge
 - c. Mix and transfer silicate cement
 - d. Transfer instruments/lubricants for finishing
 - e. Clean dental instruments and equipment after procedure

PERFORMANCE OBJECTIVE

- (Stimulus) After the cavity preparation and matrix/liner application and at the request of the dentist
- (Behavior) The DA will mix the silicate cement and assist the dentist in inserting and finishing the silicate restoration and will clean the instruments and equipment after the procedure
- (Conditions) With direct supervision
- (Criteria) Materials will be mixed to manufacturer's instructions, and instrument transfer will be accomplished in an anticipatory manner and using four-handed dentistry techniques and established Navy procedures
- (Consequence) This action will result in an efficiently placed silicate restoration
- (Next Action) Record treatment in patient record; and provide patient with necessary postoperative instructions and reappoint

KNOWLEDGES AND SKILLS

Patient management
Manipulation of dental materials used in silicate restoration
Preparation of matrix materials used for silicate restoration
Cleaning procedures for silicate slab and instruments
Placement of requested abrasive discs and stones
Basic four-handed dentistry procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 5: ZINC PHOSPHATE RESTORATION

- TASKS
- a. Mix zinc phosphate for temporary restoration
 - b. Mix zinc phosphate for use as a base
 - c. Mix zinc phosphate for use in cementing, inlays, crowns and bands
 - d. Transfer plastic instrument and place slab in convenient location for dentist
 - e. Clean spatula, plastic instrument and slab
 - f. Store zinc phosphate cements and liquids

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of the cavity preparation/ application of liners and bases/matrix application or in preparation for cementation of band/ crown/inlay or at the request of the dentist
- (Behavior) The DA will mix the zinc phosphate cement, assist the dentist in its application and will clean instruments and equipment after use
- (Conditions) With direct supervision
- (Criteria) Materials will be mixed to the proper consistency for the intended purpose, according to manufacturer's instructions, current Navy Dental Assistant rate training manuals; and instrument transfer will be accomplished according to four-handed dentistry techniques
- (Consequence) This action will result in an efficiently inserted zinc phosphate temporary restoration, base or an efficiently cemented band/crown/inlay
- (Next Action) Record treatment in patient record and provide patient with postoperative instructions (specific to the procedure performed with zinc phosphate), and reappoint as necessary

KNOWLEDGES AND SKILLS

Mixing techniques and proper consistency of zinc phosphate for different purposes, i.e., temporary, base, cementing medium for inlays, crowns, bands
Technique for application of zinc phosphate
Technique for properly cleaning spatula, glass slab and plastic instrument
Proper storage of zinc phosphate cements and liquids
Basic four-handed dentistry procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 6: ZINC OXIDE EUGENOL (ZOE) RESTORATION

- TASKS
- a. Prepare zinc oxide/eugenol cement for tooth
 - b. Mix ZOE for temporary restoration
 - c. Mix ZOE for use as a base
 - d. Mix ZOE for temporary cementing of acrylic bridges
 - e. Transfer instruments
 - f. Clean instruments and equipment
 - g. Store liquid and cement

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of the cavity preparation/
application of liners and bases/matrix application
or in preparation for cementing of temporary/
crown/inlay or at the request of the dentist
- (Behavior) The DA will mix the ZOE, assist the dentist in its
application and will clean instruments and equip-
ment after use
- (Conditions) With supervision
- (Criteria) Materials will be mixed to the proper consistency
for the intended purpose, according to manufacturer's
instructions, current Navy Dental Assistant rate
training manuals; and instrument transfer will be
accomplished according to four-handed dentistry
techniques
- (Consequence) This action will result in an efficiently placed
temporary restoration, base or an efficient
temporary cementing of dental restoration
- (Next Action) Record treatment in patient's record; provide
postoperative information and reappoint as
necessary

KNOWLEDGES AND SKILLS

Proper consistency of ZOE for different purposes,
i.e., temporary restoration, temporary cementing
media, or base
Application procedures for ZOE
Technique for properly cleaning instruments and
equipment
Proper storage of ZOE cement and liquid
Four-handed dentistry procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 7: RESIN RESTORATION

- TASKS
- a. Prepare (filled or unfilled) resin for dental restoration
 - b. Prepare resin for dental restoration
 - c. Transfer instruments and materials for application
 - d. Clean instruments and equipment
 - e. Properly store resins

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of a cavity preparation/ application of base or liner/matrix application or at the request of the dentist
- (Behavior) The DA will mix the requested resin, assist the dentist in its application and will clean the instruments after use
- (Conditions) With direct supervision
- (Criteria) The materials will be mixed to the proper consistency, as specified by the manufacturer or modified by directions from the dentist, and instrument transfer will be accomplished according to four-handed dentistry techniques
- (Consequence) This action will result in an efficiently constructed resin restoration
- (Next Action) Record treatment process in patient record and provide patient with postoperative instructions; reappoint as necessary

KNOWLEDGES AND SKILLS

Mixing techniques and proper consistency of filled and unfilled resins
Application procedures for resins
Techniques for properly cleaning instruments and equipment
Proper storage of filled and unfilled resins
Four-handed dentistry procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 8: GOLD FOIL RESTORATION

- TASKS
- a. Prepare gold foil for dental restoration
 - b. Transfer instruments and materials for application
 - c. Clean instruments and equipment
 - d. Store instruments and materials

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of a cavity preparation/
application of liners and bases or upon request
of the dentist
- (Behavior) The DA will prepare the gold foil for use,
assist the dentist in its application, clean
instruments and equipment, properly store
instruments and material
- (Conditions) With direct supervision
- (Criteria) Materials will be prepared according to manufacturer's
instructions, current Navy Dental Assistant rate
training manuals; and instrument transfer will be
accomplished according to four-handed dentistry
techniques
- (Consequence) This action will result in an efficiently inserted
gold foil restoration
- (Next Action) Record treatment in patient record; provide post-
operative information and reappoint as necessary

KNOWLEDGES AND SKILLS

Preparation and manipulation techniques for gold
foil
Basic dental chairside assisting procedures
Cleaning and storage procedures for gold foil
instruments and equipment

Competency: DENTAL ASSISTANT (DA)

Unit: Restorative Procedures

MODULE 9: PATIENT POSTOPERATIVE INSTRUCTION

- TASKS
- a. Instruct patient/family in self-care after amalgam restoration
 - b. Instruct patient/family in self-care after silicate or resin restoration
 - c. Instruct patient/family in self-care after temporary restoration (e.g., zinc phosphate/zinc oxide eugenol)
 - d. Schedule follow-up appointment
 - e. Dismiss patient

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of a permanent or temporary restoration or on request of the dentist
- (Behavior) The DA will explain postoperative instructions to the patient/family, schedule follow-up appointment and dismiss the patient
- (Conditions) With indirect supervision; using required audio-visual or printed aids
- (Criteria) In accordance with principles of patient education and motivation
- (Consequence) This action will result in a patient/family who is/are informed about and motivated to practice postoperative care procedures

KNOWLEDGES AND SKILLS

Interpersonal relations and motivation techniques
Patient counseling techniques and use of audio-visual aids
Patient appointment procedure
Patient dismissal procedures

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT IX: CHAIRSIDE SURGICAL PROCEDURES

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Surgical Tray Set-Up	50
2	Preparation for Chairside Oral Surgery	51
3	Assisting with Chairside Oral Surgery	52
4	Postoperative Patient Instruction.	53
5	Postsurgical Duties	54

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Surgical Procedures

MODULE 1: SURGICAL TRAY SET-UP

TASKS a. Set up trays for specific chairside surgical procedures (e.g., tooth extraction, removal of impacted teeth, incision and drainage, alveolectomy, removal of tori, biopsies, etc.)

PERFORMANCE OBJECTIVE

(Stimulus) When the appointment schedule indicates chairside oral surgery
(Behavior) The DA will prepare sterile surgical tray set-ups for specific chairside surgical procedures
(Conditions) Without supervision
(Criteria) In accordance with current Navy Dental Assistant rate training manuals
(Consequence) Rapid, sterile execution of the specific surgical procedure
(Next Action) Schedule and prepare the operatory and patient for chairside oral surgery

KNOWLEDGES AND SKILLS

Recognition of surgical instruments, (e.g., instrument tray, incision drainage tray, burs, cautery apparatus, periosteal and root elevators, bone file, surgical mallet, suture needle holder, dental knives, extracting forceps, chisels, bone rongeur, gingival retractor, surgical clamp, etc.)
Knowledge of and availability of instruments required for each surgical procedure
Sterilization procedures, e.g., methods, time

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Surgical Procedures

MODULE 2: PREPARATION FOR CHAIRSIDE ORAL SURGERY

- TASKS
- a. Schedule patient for specific chairside oral surgery
 - b. Set up operatory and instruments
 - c. Select/set up instruments for small packs
 - d. Prepare resuscitative equipment
 - e. Prepare tissue bottles for biopsy
 - f. Make surgical sponges
 - g. Drape patient for surgery
 - h. Scrub for surgery/sterile procedure
 - i. Glove for sterile procedure
 - j. Irrigate and prepare surgical site

PERFORMANCE OBJECTIVE

- (Stimulus) When informed by the dentist that oral surgery is required
- (Behavior) The DA will schedule and prepare the operatory and patient for surgery
- (Conditions) Without supervision
- (Criteria) Following aseptic procedures, with all required instruments and equipment available for immediate use
- (Consequence) Rapid, sterile execution of the surgical procedure
- (Next Action) Assist dentist with oral surgical procedure

KNOWLEDGES AND SKILLS

Basic bacteriology
Sterilization principles and techniques
Resuscitative equipment and techniques
Patient management
Instrumentation for specific oral surgical techniques

Competancy: DENTAL ASSISTANT (DA)

Unit: Chairside Surgical Procedures

MODULE 3: ASSISTING WITH CHAIRSIDE ORAL SURGERY

- TASKS
- a. Transfer instruments
 - b. Report breaks in sterile technique to personnel
 - c. Adjust surgical equipment/instruments during surgical procedure
 - d. Position, hold retractors to maintain access to surgical site
 - e. Remove fluid from surgical site with sponges or suction
 - f. Cut sutures at surgical site
 - g. Place specimen in tissue bottle
 - h. Dispose of contaminated materials

PERFORMANCE OBJECTIVE

- (Stimulus) During chairside oral surgery
(Behavior) The DA will transfer materials and instruments, maintain visual and surgical access to surgical site and maintain sterile conditions free of debris and excess fluids
(Conditions) With direct supervision; and as requested by dentist
(Criteria) In accordance with principles of asepsis and in an anticipatory manner
(Consequence) This action will provide for a rapid, sterile surgical procedure and promote healing
(Next Action) Postsurgical instruction

KNOWLEDGES AND SKILLS

- Principles of asepsis
- Principles of four-handed dentistry
- Methods and sequence for using various surgical instruments and materials for routine chairside surgical procedures
- Recognition/selection of surgical instruments, e.g., periosteal elevators, extracting forceps, bone files, scalpels, rotary and cautery instruments, rongeur, root elevators, surgical mallet, suture needle holder, gingival retractor, surgical clamp
- Patient management

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Surgical Procedures

MODULE 4: POSTOPERATIVE PATIENT INSTRUCTION

- ASKS
- a. Explain to patient/family postoperative procedures/care for routine surgery
 - b. Schedule follow-up appointment
 - c. Dismiss patient

PERFORMANCE OBJECTIVE

- (Stimulus) When the dentist has completed the surgical procedure and at his request
- (Behavior) The DA will give postoperative instructions, schedule follow-up appointments and dismiss the patient
- (Conditions) With indirect supervision; using required audiovisual or printed aids
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals and principles of interpersonal communication and motivation
- (Consequence) Patient/family informed about and motivated to practice postoperative care procedures, thereby promoting uneventful healing
- (Next Action) Perform postsurgical duties in the operatory

KNOWLEDGES AND SKILLS

Interpersonal relations and motivational techniques
Patient counseling techniques and audiovisual aids
Surgical follow-up procedures for specific oral
chairside surgical procedures
Appointment control procedures
Patient dismissal procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Surgical Procedures

MODULE 5: POSTSURGICAL DUTIES

- TASKS
- a. Remove contaminated gloves and equipment from surgical team
 - b. Break down surgical instruments for postoperative cleaning
 - c. Disinfect instruments/materials/equipment
 - d. Clean/disinfect operatory floors/furniture after each case

PERFORMANCE OBJECTIVE

- (Stimulus) After the dismissal of the patient from the operatory
- (Behavior) The DA will clean, disinfect and arrange equipment and furnishings, dispose of expendable instruments and materials and collect all reusable instruments for sterilization
- (Conditions) Without supervision
- (Criteria) To the satisfaction of the dentist in charge and in accordance with the principles of asepsis
- (Consequence) Clean, disinfected operatory ready for reuse
- (Next Action) Set up for next surgical operation

KNOWLEDGES AND SKILLS

Cleaners/disinfectants
Sterilization principles and techniques
Disinfection principles and techniques
Cross-contamination preventive techniques
Operatory set up

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT X: DENTAL EMERGENCY EVALUATION OF TREATMENT
REQUIREMENTS IN THE ABSENCE OF A DENTIST

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Emergency Evaluation of Treatment Requirements and Referral	56
2	Emergency Treatment	57

Competency: DENTAL ASSISTANT (DA)

Unit: Emergency Evaluation of Treatment Requirements

MODULE 1: EMERGENCY EVALUATION OF TREATMENT REQUIREMENTS AND REFERRAL

- TASKS
- a. Evaluate need for emergency treatment
 - b. Determine need to notify physician/nurse of patient's condition
 - c. Consult physician or nurse to obtain information/advice
 - d. Refer patient to physician for treatment
 - e. Initiate and order diagnostic test

PERFORMANCE OBJECTIVE

- (Stimulus) When a patient reports for relief of oral discomfort in the absence of the dentist, i.e., when the DA has the duty
- (Behavior) The DA will examine, evaluate the oral conditions and determine if he should render emergency treatment, seek consultation or refer the patient
- (Conditions) Without supervision; in the absence of a dentist, and in the presence or absence of a physician/nurse, using the Color Atlas of Oral Pathology
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in relief of patient pain/discomfort and/or patient referral
- (Next Action) Referral of patient and/or emergency treatment of condition

KNOWLEDGES AND SKILLS

Normal anatomy
Variations of normal hard and soft tissues
Techniques of proper examinations
Pathologic processes of appropriate disease conditions
Techniques of using diagnostic information-gathering equipment and instruments

Competency: DENTAL ASSISTANT (DA)

Unit: Emergency Evaluation of Treatment Requirements

MODULE 2: EMERGENCY TREATMENT

- TASKS
- a. Reapply periodontal pack
 - b. Apply topical skin/lip/gingival medication; e.g., ointment, powder
 - c. Apply topical medication to mucosal tissue
 - d. Apply therapeutic agent to Herpes labialis
 - e. Control secondary hemorrhage from extraction
 - f. Apply medication/treat carious lesion
 - g. Irrigate pericoronitis
 - h. Drain periodontal abscess
 - i. Apply temporary sedative crown to fractured tooth
 - j. Reinsert temporary crown
 - k. Treat dry socket, cellulitis, gingivitis, etc.
 - l. Evaluate patient's progress/response to therapeutic regime
 - m. Give emergency treatment/first aid for local oral drug reaction
 - n. Issue nonprescription medication, e.g., aspirin
 - o. Instruct patient to return when dentist is available

PERFORMANCE OBJECTIVE

- (Stimulus) When the DA has evaluated the condition and determined the need to render treatment for patient's pain and discomfort
- (Behavior) The DA will perform limited emergency treatment procedures
- (Conditions) Without supervision; in the absence of a dentist and in the presence or absence of a physician
- (Criteria) According to current Navy Dental Assistant rate training manuals
- (Consequence) This action will relieve patient's pain and discomfort
- (Next Action) Instruct patient to return for dentist evaluation at the start of the next working day

KNOWLEDGES AND SKILLS

Use of dental equipment
Dental materials
Medications
Normal and pathologic tissues
Sterile techniques
Current Navy Dental Assistant rate training manuals
Techniques for performing emergency treatment procedures

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT XI: PROSTHODONTIC PROCEDURES

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Removable Prosthodontic Appliances - Partial Dentures	59
2	Removable Prosthodontic Appliances - Full Dentures	60
3	Fixed Prosthodontic Appliances - Fixed Bridge. .	61
4	Mouthguard Construction	62

Competency: DENTAL ASSISTANT (DA)

Unit: Prosthodontic Procedures

MODULE 1: REMOVABLE PROSTHODONTIC PROCEDURES - PARTIAL DENTURES

- TASKS
- a. Prepare case card NavMed G52
 - b. Prepare tray set-up
 - c. Assist with making preliminary impressions
 - d. Pour and trim diagnostic models
 - e. Assist in mouth/tooth preparation
 - f. Construct custom-made tray
 - g. Assist in final impression
 - h. Construct occlusal rims
 - i. Assist in obtaining bite registration
 - j. Assist in try-in procedures
 - k. Assist with adjustments
 - l. Assist in reline/rebase/repair procedures
 - m. Provide postinsertion instruction

PERFORMANCE OBJECTIVE

- (Stimulus) When a patient is appointed for preliminary impression for a partial denture or upon request of the dentist
- (Behavior) The DA will make accurate records, prepare impression materials, assist with impressions, pour and trim models, construct a custom-made tray and occlusal rims with indirect supervision, and will assist in mouth/tooth preparation, final impression, obtaining bite registration, try-in, adjustment procedures and repair procedures with direct or selective supervision
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in a functional, tissue-tolerable, stable and aesthetically acceptable partial denture
- (Next Action) Appoint for follow-up evaluation appointment

KNOWLEDGES AND SKILLS

Impression techniques
Basic dental chairside assisting procedures
Prosthetic procedures
Instruments and materials required for partial dentures
Tray set-up for partial denture procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Prosthodontic Procedures

MODULE 2: REMOVABLE PROSTHODONTIC APPLIANCES - FULL DENTURES

- TASKS
- a. Prepare case card NavMed G52
 - b. Prepare tray set-up
 - c. Assist with making preliminary impressions
 - d. Pour and trim diagnostic models
 - e. Assist in mouth/tooth procedure
 - f. Construct custom-made trays
 - g. Assist in final impression
 - h. Construct occlusal rims
 - i. Assist in recording mouth and facial measurements
 - j. Assist in obtaining bite registration
 - k. Assist in try-in procedures
 - l. Assist with adjustments
 - m. Assist in rebase/reline/repair procedures
 - n. Provide postinsertion instruction

PERFORMANCE OBJECTIVE

- (Stimulus) When a patient is appointed for preliminary impression for full dentures or upon request of the dentist
- (Behavior) The DA will make accurate records, prepare impression material; assist with preliminary impressions, pour and trim models, construct a custom-made tray and occlusal rims with remote supervision; and will assist in mouth/tooth preparation, final impression, recording mouth and facial measurements, obtaining bite registration, try-in, adjustment and rebase/reline/repair procedures with direct or selective supervision
- (Criteria) In accordance current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in functional, tissue-tolerable, stable and esthetically acceptable full dentures
- (Next Action) Appoint for follow-up evaluation

KNOWLEDGES AND SKILLS

Impression techniques
Basic dental chairside assisting procedures
Prosthetic procedures
Instruments and materials required for full denture procedures
Tray set-up for full denture procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Prosthodontic Procedures

MODULE 3: FIXED PROSTHODONTIC APPLIANCES - FIXED BRIDGE

- TASKS
- a. Prepare case card NavMed 52
 - b. Prepare operatory and tray set-up for fixed prosthetic procedure
 - c. Assist with preliminary impression, pour and trim model, construct custom tray
 - d. Assist in mouth/tooth preparation
 - e. Assist in final impression
 - f. Assist in record taking
 - g. Assist in temporizing procedures
 - h. Assist in try-in and adjustment procedures
 - i. Assist in cementing procedures

PERFORMANCE OBJECTIVE

- (Stimulus) When a patient is appointed for fixed prosthetic appliance or upon request of the dentist
- (Behavior) The DA will prepare case card, operatory and tray set, prepare impression material and assist in taking preliminary impression and assist in mouth/tooth preparation, final impression, record taking, temporizing, try-in/adjustment, and cementing procedures with direct or selective supervision and will provide postinsertion instructions
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in a functional, stable, esthetically acceptable fixed prosthesis
- (Next Action) Schedule patient for reevaluation and adjustment if necessary

KNOWLEDGES AND SKILLS

Impression techniques
Four-handed dentistry procedures
Prosthetic procedures
Instruments and materials required for fixed bridge procedures
Tray set-up for fixed bridge procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Prosthodontic Procedures

MODULE 4: MOUTHGUARD CONSTRUCTION

TASKS a. Prepare case card NavMed G52
 b. Take preliminary impressions
 c. Construct protective mouthguard

PERFORMANCE OBJECTIVE

(Stimulus) When a patient is appointed for mouthguard or
 upon request of the dentist
(Behavior) The DA will make accurate records, take preliminary
 impressions and construct mouthguard
(Conditions) With indirect supervision
(Criteria) In accordance with established procedures
(Consequence) This action will result in a functional, tissue-
 tolerable, stable mouthguard
(Next Action) Appoint for follow-up evaluation

KNOWLEDGES AND SKILLS

Anatomic landmarks of the oral cavity
Impression techniques
Mouthguard construction procedures

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT XII: CHAIRSIDE ASSISTING DURING ENDODONTIC PROCEDURES

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Root Canal Preparation.	64
2	Root Canal Filling	65

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting During Endodontic Procedures

MODULE 1: ROOT CANAL PREPARATION

- TASKS
- a. Set up operatory and trays
 - b. Assist during local anesthetic administration
 - c. Assist in placement of rubber dam
 - d. Assist in root canal preparation
 - e. Perform bacteriologic culture procedure
 - f. Assist in bleaching procedure
 - g. Assist in medication of canal
 - h. Assist in temporizing procedure
 - i. Perform x-ray procedures as requested by dentist

PERFORMANCE OBJECTIVE

- (Stimulus) When requested by the dentist to assist during an endodontic treatment procedure
- (Behavior) The DA will set up and transfer instruments to the dentist for application of the rubber dam, endodontic therapy, test culturing, medication and bleaching procedures and take and process x-rays for immediate readings
- (Conditions) With supervision
- (Criteria) In an anticipatory manner and in accordance with established dental procedures
- (Consequence) This action will result in efficient, sterile execution of root canal preparation by the dentist
- (Next Action) Bacteriologic culturing and/or placement of temporary or permanent root canal filling; reappoint for evaluation

KNOWLEDGES AND SKILLS

Current Navy Dental Assistant rate training manuals
Four-handed dentistry procedures
Rubber dam application
Endodontic procedures, e.g., bacteriologic culturing, bleaching
Endodontic tray set ups - instruments and materials
Patient management
X-ray technique
Knowledge and manipulation of medications and materials associated with root canal preparation

Competency: DENTAL ASSISTANT (DA)

Unit: Chairside Assisting During Endodontic Procedures

MODULE 2: ROOT CANAL FILLING

- TASKS
- a. Assist in placement of temporary filling
 - b. Assist in removal of temporary filling
 - c. Assist in irrigation of root canal
 - d. Assist in placement of permanent filling material (including gutta percha, silver points, etc.)
 - e. Perform x-ray procedures

PERFORMANCE OBJECTIVE

- (Stimulus) Upon completion of root canal preparation and request by the dentist
- (Behavior) The DA will assist in the removal of temporary filling material, irrigation of the root canal, placement of temporary or permanent endodontic filling materials and perform x-ray procedures
- (Conditions) With supervision
- (Criteria) In accordance with current Navy Dental Assistant rate training manuals
- (Consequence) This action will result in rapid, sterile execution by the dentist of the root canal filling procedures
- (Next Action) Provide postendodontic home care information, record treatment in patient records and reappoint for evaluation of treatment

KNOWLEDGES AND SKILLS

Endodontic procedures
Patient management
Chairside assistance procedures
Radiologic techniques
Use and manipulation of endodontic filling materials

Competency: DENTAL ASSISTANT (DA)

COMPETENCY UNIT XIII: SUPPLIES CONTROL

This unit includes the following Modules:

<u>Number</u>	<u>Title</u>	<u>Page</u>
1	Ordering Supplies from Central Supply	67
2	Storing Supplies in the Dental Operatory . . .	68
3	Preparing Solutions	69
4	Poison and Prescription Drugs Control	70

Competency: DENTAL ASSISTANT (DA)

Unit: Supplies Control

MODULE 1: ORDERING SUPPLIES FROM CENTRAL SUPPLY

TASKS

- a. Determine replenishment needs
- b. Prepare supplies requisition
- c. Deliver supplies requisition to central supply area

PERFORMANCE OBJECTIVE

(Stimulus)	Upon recognition of the need for replenishment of supplies or materials
(Behavior)	The DA will record the supplies expended; dispose of outdated material; prepare a supplies requisition to replenish materials, broken instruments and cleaning supplies; and deliver the requisition to the central supply area at prescribed times
(Conditions)	Without supervision
(Criteria)	In accordance with standard operating procedures for the clinic or facility
(Consequence)	A well-stocked, efficient dental operator ready to meet the treatment requirements of its patients at all times
(Next Action)	Receive, check and store supplies

KNOWLEDGES AND SKILLS

Instrumentation requirements of a basic dental operator
Storage capabilities of a basic dental operator
Basic federal supply procedures

Competency: DENTAL ASSISTANT (DA)

Unit: Supplies Control

MODULE 2: STORING SUPPLIES IN THE DENTAL OPERATORY

- TASKS
- a. Store instruments
 - b. Maintain stock of supplies/materials/spare parts for unit
 - c. Take inventory
 - d. Check instruments/supplies received against order specifications

PERFORMANCE OBJECTIVE

- (Stimulus) When supplies are received
(Behavior) The DA will store instruments, cabinets, chests and other dental supplies in the proper storage area and maintain records, inventories and stocks of supplies/materials/spare parts
(Conditions) Without supervision
(Criteria) In accordance with current Navy Dental Assistant rate training manuals; dentist's instructions; routine needs and supply levels
(Consequence) Adequate stores of supplies ready for use

KNOWLEDGES AND SKILLS

Identification of instruments
Basic dental operatory storage procedures
Basic federal supply system
Inventory for instruments, supplies, spare parts, materials
Shelf life of dental materials

Competency: DENTAL ASSISTANT (DA)

Unit: Supplies Control

MODULE 3: PREPARING SOLUTIONS

TASKS a. Calculate and prepare percent solutions
 b. Label and date percent solutions

PERFORMANCE OBJECTIVE

(Stimulus)	When requested by dentist to prepare solutions
(Behavior)	The DA will calculate, prepare, label and date solutions
(Conditions)	Without supervision; using the required supplies and equipment
(Criteria)	In accordance with the manufacturer's instructions for mixing and current Navy Dental Assistant rate training manuals
(Consequence)	Prepared percent solutions ready for use
(Next Action)	Dispense the solutions

KNOWLEDGES AND SKILLS

Ratio and proportion
Mixing methods for mouthwashes, hydrogen peroxide, alcohol, saline and stannous fluoride
Perform calculations
Shelf life of prepared solutions

Competency: DENTAL ASSISTANT (DA)

Unit: Supplies Control

MODULE 4: POISONS AND PRESCRIPTION DRUGS CONTROL

- TASKS
- a. Monitor and maintain poison supplies and prescription drugs
 - b. Safeguard poisons and prescription drugs
 - c. Prepare and maintain antidote section/locker

PERFORMANCE OBJECTIVE

- | | |
|---------------|---|
| (Stimulus) | When poisons and/or prescription drugs are received |
| (Behavior) | The DA will safeguard and store them, prepare and maintain an antidote locker and identify poisons |
| (Conditions) | With remote supervision |
| (Criteria) | In accordance with the Manual of the Medical Department and current Navy Dental Assistant rate training manuals |
| (Consequence) | Properly stored/safeguarded poisons and an adequate antidote locker |

KNOWLEDGES AND SKILLS

- Familiarity with potential poisons and antidotes used in dental offices
- Basic knowledge of federal supply system
- Safety precautions and safeguarding of poisons
- Basics of prescription drug protocol

MED
8